

SUBMISSION REQUIREMENTS

Contact Information:


If you have any questions, please contact the UWECI staff member outlined in the RFP of the Focus Area in which you are applying.

Accessing the RFP Forms:

Agencies can find all necessary forms on the UWECI web site: <http://www.uweci.org> under the Funding Opportunities menu.

Submission Checklist:

All materials should be received at the UWECI office by **noon on January 16, 2014**. In order to be considered complete each Funding Proposal should include the following:

Checklist of Items	<i>Submission Method</i>	 CHECK
Funding Proposal including: <ul style="list-style-type: none"> ▪ Cover Page ▪ Narrative ▪ Impact Strategy Budget ▪ Funding Request Justification 	<input checked="" type="checkbox"/> Upload into database	
▪ Logic Model	<input checked="" type="checkbox"/> Complete in database	
Current roster of organization's Board of Directors with their affiliations	<input checked="" type="checkbox"/> Complete in database	
Counterterrorism Compliance Form	<input checked="" type="checkbox"/> Upload in database	
Current Partners:	Submit Accountability Review documents on your regular schedule.	
New applicants only:		
1) 501(C)(3) Designation Letter 2) Current Bylaws 3) Audit or Independent Financial Review 4) IRS Form 990 5) Board approved annual budget with accompanying narrative	<input checked="" type="checkbox"/> Email pdf version that may be duplicated	
6) Agency Risk Assessment Questionnaire	<input checked="" type="checkbox"/> Complete in database	

**** Instructions for use of the database will be provided along with the invitation to apply by October 25th.**